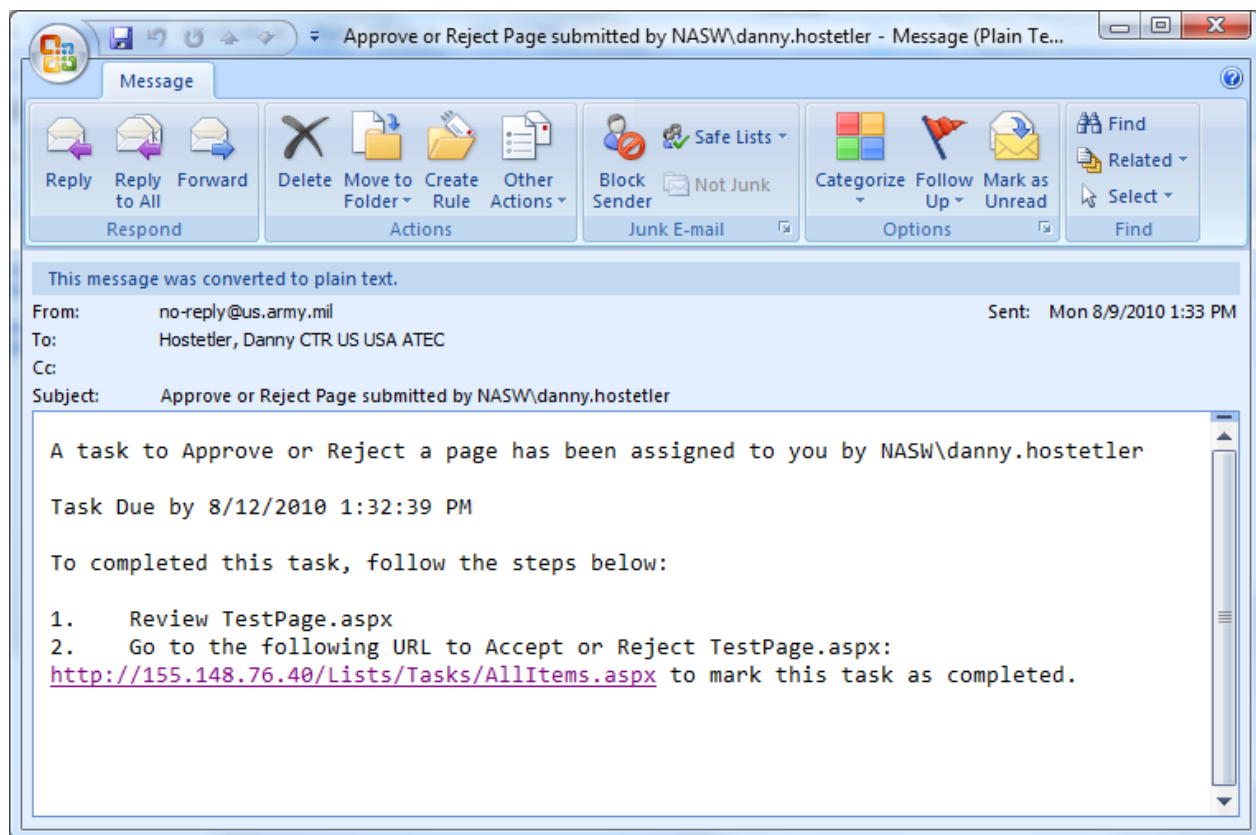


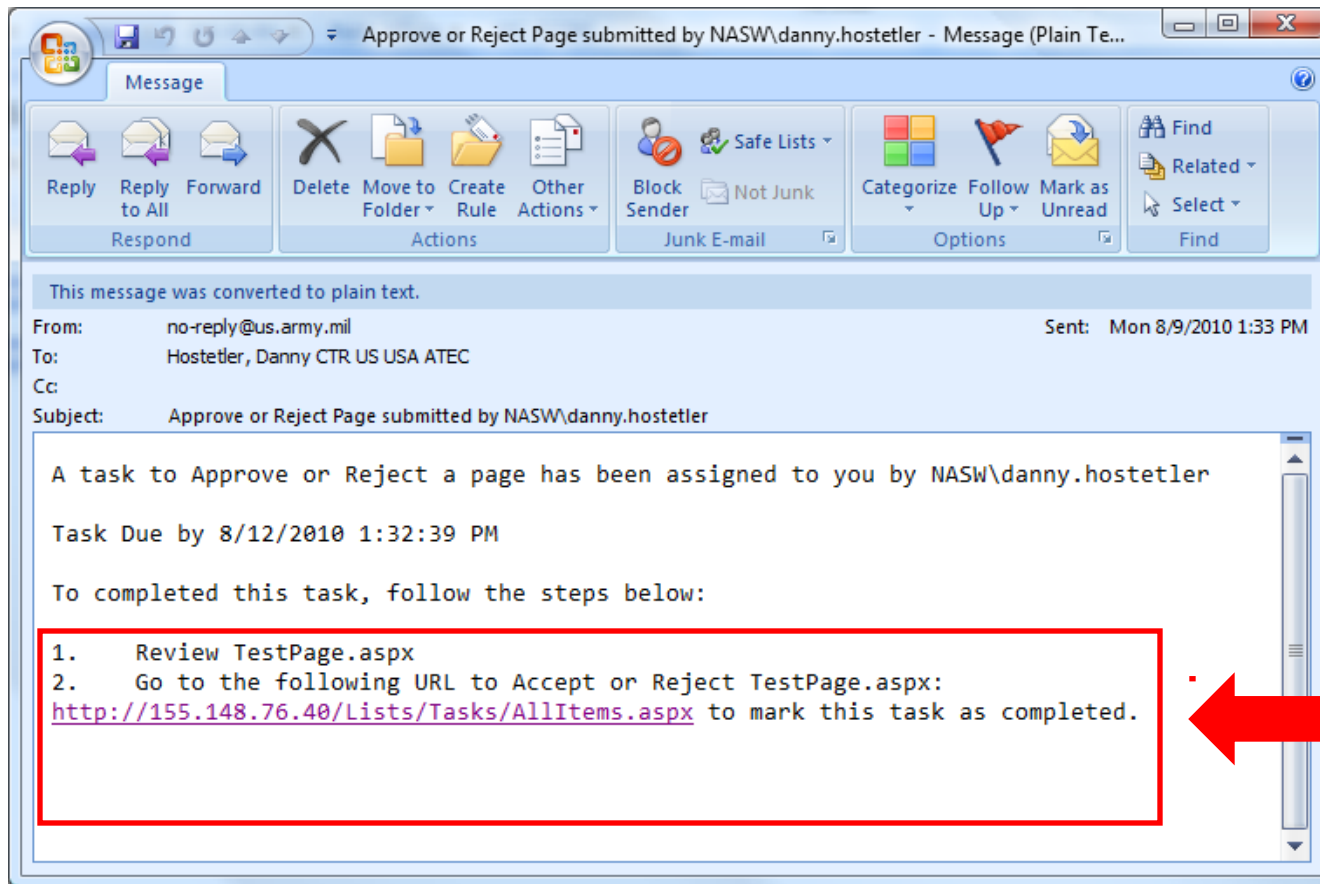
Content Creation

- All approvers will be notified by e-mail on content creation or change



Approving Content

- Follow directions to approve content



Approving Content

- Follow the link in the instructions to view “All Tasks”

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New ▾ Actions ▾ Settings ▾ View: **All Tasks** ▾

📎	Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
	Approve or Reject Page submitted by NASW\danny.hostetler NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
	Approve or Reject Page submitted by NASW\danny.hostetler NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	

Approving Content

- Review the Content Page by clicking on the link column

WSMR Public > Garrison > Tasks

Tasks

Task list for workflow.

New Actions Settings View: **All Tasks**

📄	Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
	Approve or Reject Page submitted by NASW\danny.hostetler NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
	Approve or Reject Page submitted by NASW\danny.hostetler NEW	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	



Approving Content

- After reviewing the Content Page, select “Edit Item” from the actions drop down list for each task that is assigned to you

WSMR Public > Garrison > Tasks


Tasks


Task list for workflow.


New ▾ Actions ▾ Settings ▾ View: **All Tasks** ▾


Ⓜ	Title	Assigned To	Status	Priority	Due Date	% Complete	Link	Outcome
	Approve or Reject Page submitted by NASW\danny.hostetler !NEW	Underwood, Scott R Mr CTR US USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	
	Approve or Reject Page submitted by NASW\danny.hostetler !NEW ▾	Hostetler, Danny CTR USA ATEC	Not Started	(2) Normal	8/12/2010		TestPage	

View Item

 Edit Item

 Manage Permissions


 Delete Item

 Version History




Alert Me







Approving Content

- Select Completed to Approve Content Done

 The content of this item will be sent as an e-mail message to the person or group assigned to the item.

OK Cancel

 Attach File |  Delete Item |  Spelling... * indicates a required field

Title *	Approve or Reject Page submitted by NASW\danny.hostetler
Priority	(2) Normal ▾
Status	Completed ▾
% Complete	Not Started In Progress Completed Deferred Waiting on someone
Assigned To	TEC   
Description	 <div></div>
Start Date	8/10/2010 
Due Date	8/13/2010 
Workflow Name	WSMR Approval

Version: 3.0
Created at 8/10/2010 7:50 AM by Hostetler, Danny CTR USA ATEC
Last modified at 8/10/2010 8:20 AM by System Account

OK Cancel



That's All Folks